Position Description:
The Assistant Complex Coordinator (ACC) assists Complex Coordinators with the administration and student development functions of a residence hall. This GA also provides emergency response and participates in an on-call system for the residence halls. The position has a requirement to live in the residence halls, and report to a Complex Coordinator.

Appointment:
This graduate appointment is a $12.89 per hour, 20 hour per week, 9-month assignment starting September 1 – May 31 with an additional summer appointment starting July 13, 2020. UT Student Academic position insurance benefits package will be included during the academic year. Summer employment is required from July 13 - Aug. 31 in a non-benefits eligible assignment paid for hours worked, typically 40 hours per week; this position will not be eligible for a benefits package during summer employment. Qualification for in-state tuition may apply for Master's and Ph.D. students in the Department of Educational Leadership and Policy.

Additional Benefits:
- Furnished on-campus apartment
- On-campus meal plan
- Professional development funds ($500 each long session) available to attend a regional or national conference (requires supervisor approval)
- May qualify for in-state tuition
- Eligibility for insurance benefits package during the academic year

Role Breakdown/Estimated Weekly Hours (20 total hours):
- Supervision (1:1s with Resident Assistants) – 3 hours
- Residential Curriculum Planning – 2 hours
- Planning/Attending RA Staff Meetings – 3 hours
- On-call Responsibilities– 2 hours
- 1:1 with Supervisor – 1 hour
- Area Staff / All Residence Life Meetings– 2 hours
- Committees – 2 hours
- Advising Student Organizations – 2 hours
- Special projects (including judicial work, resident concerns, other big initiatives/assessments) – 3 hours

Work Hours:
Work a maximum of 20 hours per week as required by all graduates at The University of Texas at Austin. Hours to be scheduled between 10 AM and 5 PM, Monday–Friday, with some evening and prescheduled weekend hours.

Required Qualifications:
Applicant must have completed a Bachelor’s degree and be accepted into a graduate program at The University of Texas at Austin.

Preferred Requirements:
Preference will be given to Master's and Ph.D. students in the Department of Educational Leadership and Policy with experience and/or background in Housing and Residence Life.

If you are a potential graduate student, please participate in the graduate assistant selection process organized by the Department of Educational Leadership and Policy.

All other candidates, please send resume and letter of interest for the position to:
Dr. Justin Samuel, Assistant Director, at jsamuel@austin.utexas.edu

“"I was drawn to the Assistant Complex Coordinator position by the staff and students I met during my visit to the university. The staff I interacted with were clearly passionate about the work they do and the impact they have, which further inspired me to want to make a difference in students’ lives. The ACC position has granted me the opportunity to build my skills in project management, supervision, advising, and crisis response. As an ever changing workplace, University Housing and Dining has helped hone my adaptability which I believe will be vital to thriving in any professional setting. “

- Kyle Perkins, Assistant Complex Coordinator / 2019-20

“The highlight of the ACC role is working with the RHC and helping them establish community within the residence hall. Through selecting a new board, developing intentional programming, and partnering with the resident assistants I am able to see the impact an advisor can have on student organizations and student leadership development. The ACC position provides me with opportunities to build my skills in project management, supervision, advising, and crisis response. Overall, the role has been an integral part of my development as a professional in higher education.”

- Haile Duplantier, Assistant Complex Coordinator / 2019-20